## The Albany

**Douglas Way**

#### Deptford

### SE8 4AG

[www.thealbany.org.uk](http://www.thealbany.org.uk)

**Senior Producer – Creative Programmes**

**Recruitment Pack**

**Welcome**

Thank you for your interest in becoming our new Senior Producer - Creative Programmes.

The Albany consistently punches above its weight – we are adventurous and ambitious in trialling new ways of working, putting our faith in artists and young people, and delivering a high quality programme of events that Lewisham residents can enjoy on their doorstep.

We believe in the power of creativity to drive positive change - socially, culturally, and economically. As a civic and cultural hub, we’re deeply embedded in our communities. Our work spans music, theatre, spoken word, circus and beyond, always shaped by the desires, imaginations and needs of people of Deptford and South East London.

We’re looking for a bold, collaborative, and experienced Senior Producer - Creative Programmes. This role is central to the organisation, responsible for shaping and delivering an ambitious, inclusive programme of live performance and creative engagement that reflects and celebrates the diverse communities we serve.

You’ll work with a committed team to deliver a dynamic, year-round mix of performance, co-created projects, and youth and community engagement. We’re seeking someone with both a creative and entrepreneurial mindset - someone who can balance artistic ambition with sustainable, innovative approaches to income generation, partnership building, and audience development.

In this role, you’ll play a vital part in strengthening our impact, reach, and resilience, ensuring our work remains rooted in and responsive to the communities at the heart of what we do.

**Job Title:** Senior Producer - Creative Programmes

Responsible to: Head of Programme and Engagement

Responsible for: Creative Programme Coordinator

**Key contacts:** Creative and Engagement Programme staff, Marketing and Communications, Business and Development, Production, Finance, Deptford Lounge, Resident Organisations, FOH, Operations and Production team, Marketing team, CaffA

**Contract:** Full-time; permanent; flexible working negotiable; minimum of 50% office-based working

**Salary:** £36,000 - £37,000 per annum

**Benefits include:** 25 holiday days per annum, plus bank holidays, stakeholder pension scheme, complimentary tickets to Albany performances, Albany CaffA discount, training and development opportunities, health and wellbeing support, hybrid and flexible working policy, access to interest-free season ticket loan and cycle scheme partnership.

**How to apply:**

We are looking forward to receiving your application form via our [online platform](https://albany.mystaffsavvy.com/apply/position/senior-producer-creative-programmes), before the deadline of: 10am, **Monday 26th May**

Interview date: Tuesday 3rd June

**Our Hiring Policy**

The Albany aims to encourage a culture where people can be themselves and be valued for their strengths. It’s important to us that our team represents the same diversity of audiences and artists we welcome into our venues every day.

We have a dynamic and flexible internal culture that gives employees control over the way they work and supports wellbeing. We will be as flexible as we possibly can be when supporting staff to balance their work and their personal lives. We are keen to have a conversation to find practical solutions to accommodate candidates’ own situations whilst meeting the needs of the organisation.

You may not have worked in a cultural organisation before, perhaps you have worked in music, events, in management & leading teams – these are all very transferable contexts. We are keen to hear from a diverse range of candidates from all backgrounds, drawing on different perspectives, experience and knowledge.

We particularly encourage people to apply who have lived experience of the Black and Global Majority communities we serve. The Albany will offer an interview to anyone who identifies as a person who is D/deaf or disabled who meets the essential criteria.

If you would like support to  think about  how your experience is transferable to this role; or would like to ask us practical questions about the organisation, role or the recruitment process, you can book a confidential conversation with our recruitment contact.

We believe in fair recruitment. We will ensure everyone who wants to be a part of the Albany has the resources and confidence to apply. Feel free to contact us online, over the phone or in person if you need further assistance, or require the recruitment pack or application in a different format.

Recruitment contact: Ceri Ellen Payne

The Albany, Douglas Way Deptford, SE8 4AG

T 020 8692 0231 ext.206; E vacancies@thealbany.org.uk

**About the Albany**

The Albany is an arts centre committed to representing the extraordinary creativity and diversity of Deptford, Lewisham and South East London. Each year over 60,000 people attend our events, ranging from music to theatre, spoken word and family performances; and take part in our award-winning participatory projects for young people and adults over 65.

Alongside four performance spaces, a bar, café, garden and coworking hub, the Albany offers a range of low-cost rehearsal space, meeting rooms and offices for community and creative businesses. We aim to foster a welcoming and inclusive space where everyone is inspired to be creative, and where artists are supported and developed, in part through programmes such as our Associate Artists and Creative Communities schemes.

The Albany has 23 resident organisations, and manages and programmes Deptford Lounge on behalf of Lewisham Council. We are co-lead of the national Future Arts Centres network and lead partner of Fun Palaces. The Albany was Lead Delivery Partner for We Are Lewisham, the Mayor’s London Borough of Culture 2022, with over 400,000 audience members attending over 600 events throughout the year. Also in 2022, we were appointed as Lewisham’s Arts & Culture Anchor Organisation, responsible for leading sector support initiatives, facilitating networking and amplifying the creative work happening in the borough.

**The Albany Values**

**Open and welcoming**

We foster an inclusive space, both physically and culturally, where anyone can feel welcome and heard.

**A home for ideas, creativity and action**

Everyone has the potential to be creative. We believe that creativity can make real change for individuals and on urgent issues around social justice and the climate crisis.

Committed to representing the extraordinary creativity and diversity of Deptford and Lewisham

We are deeply rooted in Lewisham and South East London. We advocate for its residents, representing the diversity of our borough and the voices of Black and Global Majority people.

**Responsive and Flexible**

We’re co-operative, willing to listen and adjust our approach according to the task in hand. We love seeing amorphous ideas become reality.

**A connector of people**

We put our communities at the heart of any process. We share our knowledge to shape change and create something better for everyone.

**Adventurous and ambitious**

We believe that a sense of adventure is essential to achieving our vision. While we are rigorous in our approach and celebrate our successes we’re not afraid to try something new.

**Context for the role:**

Since our establishment in the 1970s we have been known as a pioneering home for radical community arts. From hosting Rock Against Racism gigs in the 70s and 80s, to producing groundbreaking work highlighting the climate emergency as part of London Borough of Culture; our commitment to involving our local community in creating work that matters to them spans decades.

In recent years, we have been exploring ways of shifting our model and opening up our processes to be even more democratic and non-hierarchical. Our ‘Artists of Change’ project (2020-21) piloted a new model asking artists and local people to work together to help us transform what we programme and how we are run. The results ranged from a festival exploring how the arts encourage us to care for each other; to performances celebrating Black British identities.

Our work in this area has been recognised internationally; shortlisted for the Calouste Gulbenkian and Art Explora awards in 2022 and 2023, with the Artists of Change model soon to be rolled out by organisations across Europe. It has also taught us that significant change is possible when those in control of resources hand over the keys.

Our new Creative Strategy consolidates all that we have learned, merging our creative and engagement work and making a long-term shift in our operations to further embed a community-led way of working. It involves continuing our Artist of Change project, working alongside a Community Council who have a voice in our programming, and offering Community Commissions to local individuals, community groups and grassroots organisations.

We are looking for a collaborative and dynamic arts producer to develop a programme of live performances, music and events across the across the Albany and our partner site Deptford Lounge.

[Read our Artistic Policy](https://www.thealbany.org.uk/projects/artistic-policy/)

[Download our Impact Report](https://www.thealbany.org.uk/wp-content/uploads/2024/12/TheAlbany-ImpactReport2024-20241216-Spreads-WEB.pdf)

**Programming and Production**

* Work with Head of Programme and Engagement to develop a programme of live performances, music and events across the across the Albany and our partner site Deptford Lounge, taking the lead on co-ordination and delivery.
* Develop and nurture relationships with key artists and companies, identifying new artists and potential collaborators for Albany programmes.
* Support the management of wider stakeholder relationships for the Albany programmes including resident organisations and other key partners to jointly produce existing and new projects that support mutual objectives.
* To research and develop ideas for animating the Albany spaces.
* Provide producing support for projects.

Artist Development

* Develop and oversee the Albany’s artist development programmes, including partnerships with Associate Artists, Artists of Change maximising the potential benefit for all parties.
* Manage the recruitment process for Associate Artists and Artists of Change.
* Act as main point of contact for Associates and Artists of Change (each artist will also have the support of another team member), ensuring that Associate Artists and Artists of Change are connected across Albany teams and with partners and stakeholders, and signposted to all appropriate opportunities.
* Manage and provide producing support for events and new commissions from Artist’s development programme.

Creative Communities

* Work with Senior Producer for Participation and Engagement to recruit and manage Albany Community Council.
* Support Creative Communities Commissioning programmes (Including Community Council and Pizza and Pitches) from call out to shortlisting, providing producing support as required to the resulting commissions.
* Work with Senior Producer for Engagement and Participation and Business Development Team to develop youth-led and community-led opportunities across Albany spaces acting as internal producing lead for the resulting activity.
* Champion our Creative Communities Membership programme, proactively utilising the framework to streamline relationship management.
* Engage with our networks, forums, and community council to ensure that our programmes are informed by the diverse needs of the communities we serve.

General

* Manage the delivery and forward planning of programmes, including internal team communications, and ensuring effective contracting and communication procedures with artists, partners and companies.
* Ensure all administration associated with programme activity is undertaken efficiently, utilising of Artifax event management system to support effective communication between teams.
* Negotiating contracts with artists, partners and companies.
* Manage delegated budgets and resources effectively within the Albany’s financial policies and procedures providing regular updates to the Head of Engagement and Programme, ensuring accurate reporting.

General

* Work with the Business and Development Team to increase revenue from diverse sources including ticket sales and other earned/commercial income.
* Recruit and manage freelance staff.
* Support the development and management of effective monitoring and evaluation systems across engagement programmes, collating information and writing reports for funders, partners and the Albany’s Board and management teams.
* Contribute to the writing and development of fundraising bids.
* Work with closely with the Senior Producer for Engagement to ensure community and youth involvement in shaping public programmes.
* Contribute to the creation and support the delivery of the Albany’s marketing and communications strategies working with the Marketing and Communications team to maximise PR opportunities and to ensure the effective marketing of all programmes.
* Support the aims and objectives of the Albany both, internally and externally, exemplifying the values of the organisation and good practice.
* Work within the Albany’s Health & Safety, Environmental Sustainability, Equality and Diversity, Data Protection and Safeguarding policies.
* Representing the Albany, deputising for the Head of Engagement and Creative Programmes at events and reporting back.
* Contribute to team responsibilities of servicing our audiences and managing building users.
* Undertaking any other duties reasonably requested by senior management.

**REVIEW ARRANGEMENT**

The Albany is a fast-developing organisation, and it is to be expected that this post may change and evolve over time. Changes to the role will be subject to periodic review in consultation with the post holder.

**Person Specification**

**What we're looking for from you**

**Essential criteria**

Please demonstrate your experience with the essential criteria in your personal statement. We welcome applicants who can demonstrate experience of the following in a wide variety of ways, including with non-traditional work experience

Attributes and experience:

* Experience of working as an arts producer and programmer in a multidisciplinary context.
* Strong networks and a good working knowledge of a range of art forms, with an in-depth knowledge of at least two of the following: music, spoken word, comedy, theatre, circus, cabaret, outdoor arts or family programming.
* In depth understanding of event production and delivery.
* Self-motivated with demonstratable ability to work proactively on your own as well as within a small team.
* Experience working with a wide range of partners to develop and support relationships with artists, arts organisations, local people, community organisations.
* An understanding of the principles of engagement and audience development.
* A keen problem solver with a proven entrepreneurial approach.
* An enthusiasm for and understanding of the ethos and objectives of the Albany with a passion for the arts and their potential for delivering social change.
* Experience with arts funding systems and fundraising.

Skills:

* Strong organisational skills and excellent attention to detail.
* Excellent time management and multi-tasking skills with the ability to prioritise a varied workload to meet deadlines.
* Ability to control and monitor budgets effectively.
* Excellent IT skills including Microsoft Word and Excel.
* Excellent communication skills, both written and verbal.
* Excellent interpersonal skills, and able to deal diplomatically with difficult situations and a wide range of stakeholders.
* An understanding of the process of making work with artists and communities and the challenges of different co-creation approaches.
* Knowledge of and commitment to the principles of Equal Opportunities and a clear commitment to diversity in all its forms.
* Preparedness to work as part of a team, with a supportive attitude and flexibility around duties.
* An ability to work evenings and weekend hours if required.

**Desirable criteria**

* Experience working within a venue or festival.
* Lived experience of the communities we serve, with a specific understanding of the challenges facing Black, Asian and ethnically diverse communities.
* Knowledge of working with events management and CRM systems.
* An interest in working with Lewisham community individuals and organisations

We’re looking forward to hearing from you.

We welcome feedback about how you found your recruitment journey with us - you can contact us at: vacancies@thealbany.org.uk.